

General Ledger Supervisor
Salary Range: \$69,012 - \$80,000

The Arizona State Retirement System is seeking a proactive, collaborative individual with accounting experience. This position reports to the Controller.

THE POSITION duties:

- Supervise four direct reports: Cashier, A/R Accountant, Accounting Analyst, and Accountant II
- Management accountability for governmental fund accounting and research, general ledger maintenance, account reconciliations, accounts receivable, cash receipts, and internal controls
- General financial reporting, including CAFR preparation
- Assist Controller in day-to-day activities of the General Accounting Unit
- Ensure compliance with applicable federal/state legislation
- Evaluate and maintain internal control structure, make innovative process improvement recommendations
- Determine deadlines and ensure processing timelines are met
- Manage long and short term special projects

KNOWLEDGE, SKILLS & ABILITIES:

- Advanced knowledge of accounting principles (GAAP), governmental fund accounting, financial statement preparation, securities, accounting systems, and internal controls and procedures
- Exceptional general ledger and reconciliation skills
- Ability to handle multiple projects simultaneously and use good judgment in prioritizing work assignments
- Strong analytical and problem-solving skills and demonstrated ability to be flexible, implement improvements and manage change
- Knowledge of applicable laws and regulations
- Strong computer skills with emphasis on Excel, Access and governmental financial accounting systems
- Excellent written and verbal communication skills
- Ideal candidate will have Bachelor degree in accountancy and CPA certification; 7-10 years' experience in accounting, including three years' supervisory experience; and knowledge of State of Arizona statutes

Starting salary DOE. Open until filled. First review of applications 12/29/08. Interested applicants must submit a comprehensive resume to jobs@azasrs.gov.

This position is not covered by the State Personnel Merit rules.
AA/EOE